

Marwadi Education Foundation's Group of Institutions

:: Attendance Rules ::

- Every Teaching, Technical and Admin. Staff member has to adhere to the working hours as decided by management.
- If any changes in timing from time to time is made having regard to exigencies of services/shift duties of academic staff, respective HOD/Dean must inform to HR Dept through mail before a day with specified period of the change or with note until further notification.
- Every employee is required to record/maintain punch on a daily basis. Total minimum 2 punches are to be recorded / maintained. 1st is when entering in campus and 2nd is when leaving the campus after duties. Failure to register/record/maintain punch will lead absence to be treated as a LWP (Leave without Pay) on the part of the employees (in absence of leave request as detailed here in below) & it will not be reconsidered for refund.
- Employee who go on Leave suddenly (without submitting online leave), he/she must intimate his/her HOD by Telephonic Talk and send a SMS to HR Dept. He / She must submit online appropriate Leave after returning from leave within 2 days. Failure to intimate by Telephonic talk, leave will be treated and marked as No Message and it will be deducted Rs. 200/- per day.
- Employee who are attending office late by over 10 minutes three times during the month, it will amount to half day's salary will be deducted for half day's leave at the month end.
- A person comes regularly late (i.e. over 3 times than as stipulated above) than Disciplinary Action will be taken as if employee habitual late comer.
- The recess time will not be fixed. All the employees can adjust as own timing for recess/lunch break at low work load keeping their HOD in confidence and under HOD's monitoring. The maximum time for recess/lunch break will be 30 minutes. All the employees are required adhere to the time punctuality in that regard.
- Employee who desires to go/going on any leave, he must submit online leave report in advance.
- Employee who go on Sick Leave suddenly, he/she must intimate his/her HOD by Telephonic Talk and send a SMS to HR Dept. He / She must submit online Sick Leave after returning from leave within 2 days. Failure to intimate by Telephonic talk, leave will be treated and marked as No Message.
- If there are occasions where HOD is satisfied as to late reporting of the employee beyond 10 minutes, he can record the same and recommend to HR dept, to treat the late coming as exceptional. A copy of the reasons will be kept in respective HR folder of employee as scanned.
- Management reserves the rights for amendments or revision in above Attendance Rules.